

## ***APPENDIX O***

### **SAMPLE RESOLUTION TO AUTHORIZE SUBMISSION OF CDBG APPLICATION AND COMMIT MATCHING FUNDS**

**Each application for CDBG funds must be accompanied by a copy of a resolution formally adopted by the applicant and:**

- authorizing the submission of the CDBG application in compliance with the Montana CDBG Program Application Guidelines, and
- stating the applicant's willingness to abide by the federal requirements described in the CDBG Certifications for Applications; and
- authorizing the applicant's chief elected official or chief executive officer to act on its behalf in regard to the application and to provide such additional information as may be required; and
- committing the required matching funds equal to one fourth of the CDBG grant request.

The Department of Commerce will assume that the applicant has determined its legal authority under Montana law to apply for the grant and to conduct the activities proposed in the application.

The Department may request additional information from the applicant if it is aware of any evidence to the contrary.

**See sample resolution format on next page.**

## **SAMPLE RESOLUTION TO AUTHORIZE APPLICATION**

WHEREAS, the (*Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_ County*) is applying to the Montana Department of Commerce for a Community Development Block Grant (CDBG) to (describe purpose of project);

WHEREAS, the (*Name of applicant*) had conducted one or more public hearings in conformance with CDBG requirements to obtain the views of citizens or community development and housing needs, and on the proposed activities;

WHEREAS, the (*Name of applicant*) has the legal jurisdiction and authority to construct, finance, operate, and maintain (the proposed public facility);

That the (*Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_, County*) agrees to conform with the regulations, statutes, terms and conditions described in the CDBG Certifications for Application, and

That the (*Name of applicant*) commits to provide the matching funds as proposed in the CDBG application; and

That (*name of Chief Elected Official, or Chief Executive Officer*), (*title*) is authorized to submit this application to the Montana Department of Commerce, on behalf of (*the Town of \_\_\_\_\_, the City of \_\_\_\_\_, or \_\_\_\_\_ County*), to act on behalf of (name of City, Town or County) and to provide such additional information as may be required.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_